



Living a Healthy Life With Chronic Conditions

Instructions for Informed Consent Procedures and Survey Distribution

Dear Leaders,

All participants in the "Living a Healthy Life with Chronic Conditions" will be asked to complete a health survey. The purpose of this survey is to gather information about chronic health conditions and their affects on the people who attend this class. Although participants have the right to refuse completing the survey, gathering this information is a requirement of the NCOA grant.

Instructions

Preparation:

1) For each class you teach, complete page 1 (Host Organization) and page 2 (Implementation Site Data) of the Survey. Make a copy of these completed forms for your files.

2) Copies and Pens/Pencils:

- Informed Consent Forms- make 2 copies for each participant. They will sign both, hand in one copy to you, and keep one for their own records.
- Surveys- make 1 copy (pages 2-7) for each participant.
- Attendance Log- make 1 copy for participants to sign in on, keep a copy for your files.
- Have pens/pencils on- hand for participants to complete these forms.

Procedures on First Day of Class:

1) Attendance Log: Ask each participant to sign in. You are going to use this form each day the course is taught. Check the box under each session they attend.

2) Hand out 1 copy of the Survey and 2 copies of the Informed Consent Form to each participant. Allow participants a few minutes to review these documents.

3) Tell participants about the Survey and the Consent Form:

- *This survey is part of an evaluation the Indiana State Department of Health and their partners are doing to meet the requirements of a grant they received to offer the*

Living a Healthy Life with Chronic Conditions programs. We are evaluating the program to see how well it helps people. There will be a survey now, and then some of you will get another one in the mail 6 months after you complete the class.

- *Each Survey will take about 10 minutes to complete. Each of the questions asks about your health.*
 - *Completing the survey is completely voluntary.*
 - *Along with the Survey there is a Consent Form that explains what the survey is for and what it involves. Please read it over and sign it before you fill out the questionnaire. Keep a copy of this form to take home with you.*
 - *Return the questionnaire and signed consent form to the basket at the front. I will collect them and mail them to the program evaluator. I will review them for completeness but I won't be keeping track of your answers. All of your information will be kept confidential.*
- 4) Assist those individuals who do not understand a question or cannot read the survey.
 - Note on the survey when an individual cannot read so that participant receives a phone call instead of a mailed survey at the 6 month follow-up time.
 - 5) Please review the Surveys and Informed Consent forms during the break to see if they have been filled in properly. When you find a form that has not been filled in properly, please assist the participant with completing it.
 - 6) Place all completed Informed Consent Forms and Surveys into the provided mailing envelope. Include page 1 (Host Organization Data) and page 2 (Implementation Site Data) from the Survey in this envelope. Drop the envelope off at a near-by post office.

Thank you very much for your assistance with collecting this information! Please contact me if you have any questions about these procedures.

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